

SPF SIG TRAINING MANUAL

SECTION 1

OVERVIEW

OBJECTIVE: This manual will assist you in going through the 5 Step Strategic Prevention Framework process as well as provide a template for creating a local Strategic Plan that you will submit to the State as part of your requirements per State contracts. This section of your Training Manual will provide an overview of what will be covered in the Training Manual.

There are five steps in the Strategic Prevention Framework (SPF) Process: Assessment, Capacity, Planning, Implementation and Evaluation. You will receive more detailed information on the SPF process throughout this manual and at other trainings (such as SAPST). However, as an overview and reminder:

In the SPF Process, there are five steps which connect and loop back to each other, creating a continuous cycle. Data is used for each step in a systematic way to make informed decisions about what types of interventions are best suited to address substance abuse and its related problems in a community. Through asking questions of assessment data and mobilizing the community, informed planning decision can be made regarding setting priorities, selecting intervention strategies, appropriating resources, implementing interventions modifying interventions as needed and planning for sustainability throughout the process.

(SAPST Facilitator Manual, Module 3, slide 11)

The SPF process is not meant to be completed in a silo. The process encourages collaboration and works best if there is assistance available. The Division of Substance Abuse and Mental Health, along with Bach Harrison, L.L.C., will provide technical assistance at every step of the SPF process. One of the ways they are doing so is through the development of this Training Manual.

The Training Manual is broken up into 12 different training sections. You will be receiving sections of the Training Manual as needed at various trainings in upcoming months. These sections, the topics they cover, the tools they contain and the timeframe and/or training at which you will receive them is outlined in the table on the next page. The table also provides the specific SPF step(s) that the sections address as well as the objectives or outcomes of each section.

If you notice, the majority of the training focuses on steps one and two in the SPF process, Assessment and Capacity Building. This is done intentionally. To achieve success in subsequent steps, each area **must** complete these two steps with fidelity and keep the “big picture” in mind.

Note that the timeline for receiving the sections is *tentative* and may change as communities move forward in the SPF process and discover they need more or less time to complete the steps. Specific dates will be provided as they are set. You will receive updated versions of this table as changes are made.

We recommend that as you receive each section of the Training Manual, you save all sections in one folder, and for easy reference, you might want to print out a hard copy of each section that you keep in a binder.

This Training Manual will be not only a resource; it will provide you with the blueprint to complete your Strategic Plan. The Tools that accompany select Training Manual sections (usually located as an Appendix for that section) will contain worksheets. These completed worksheets will be compiled to create your plan. You will receive detailed instructions on how to put together your plan later.

We also understand that everyone has different challenges and needs –we will work with you to address these challenges. It is our goal that all areas participating in the SPF process succeed, and we will strive to assist everyone in reaching this goal.

Manual Section	Topics covered	Tools involved	SPF Step	Timeline	Objective	Formatted Table
1	Training Manual Overview	n/a	n/a	March	Understanding TM content	
2	Coalitions	Coalition Minimum Standards Assessment; Tool and Summary Sheet	Assessment, Capacity	March	Understand coalition minimum standards/goals; assess coalitions' current capacity; begin building/enhancing capacity	
3	SPF Process; Logic Models; Priority Logic Models	n/a	Assessment	Receive April (SAPST)	Comprehend the SPF process, logic model concept and specific priority logic models	
4	Priority Data	n/a	Assessment	May Retreat	Understand state and local priority data. This will identify additional data needed	
5	Identifying Additional Data	Gathering and Understanding Consequence and Consumption	Assessment, Capacity	May Retreat/ June	Know how to collect local level data and use data to identify target areas	Deleted: Gathering additional data: Consequence and Consumption
6	Gathering additional data: Methods to Collect Additional Data	Collecting Data	Assessment, Capacity	May Webcast	Understand how to collect local level data	Deleted: Causal Factors Deleted: Retreat
7	Tool Kit	Priority Focus Tools: Causal Factor Tools: Key informant and Focus Group Tools	Capacity	June	Understand how to gather specific data and how to use it	Deleted: causal factors Deleted: Causal Factors Deleted: Prioritizing causal factors Deleted: Prioritizing Causal Factors
8	How to Prioritize Causal Indicators	Causal Indicator Prioritization (TBD)	Assessment, Capacity	August	Understand how to prioritize specific causal indicators	Deleted: Understand how to prioritize causal factors
9	Readiness and Resource Assessment	Tri-Ethnic Model; Resource Assessment Worksheet	Assessment, Capacity	SAPST/June	Ability to conduct and analyze readiness and resource assessments	Formatted Table Deleted: 8
10	Gaps and needs Analysis	Gaps & Needs Analysis Worksheet	Assessment, Capacity	July/August	Ability to do a gaps and needs analysis	Deleted: 9
11	Selecting Strategies	To be determined	Planning, implementation	September	Identify appropriate strategies to address your priority(ies)	Deleted: 0
12	Developing your Strategic Plan	n/a	Planning	September	Create a local Strategic Plan	Deleted: 1
13	Evaluation	To be determined	Evaluation, Assessment, Capacity	September/October	Use evaluation tools to assess and evaluate strategies	Deleted: 2
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